



Wisconsin Division of Public Health

Program / Group: Public Health Council

Title: Executive Committee Meeting

Location: Department of Health Services, Division of Public Health, 1 West Wilson Street, Room 243-A, Madison, WI 53703
1-877-820-7831 / Participant Passcode: 767377#

Date / Time: Friday, September 16, 2016; 9:00 – 11:00am

Context: (Purpose, Vision, Mission, Goal):

<i>The Executive Committee's purpose is to:</i>	1) <i>provide leadership and to establish and monitor direction for the Council's actions;</i>
	2) <i>plan agendas that will create efficient and effective Council meetings that are focused upon the Council's stated purpose, and that include evaluation of meeting effectiveness; and</i>
	3) <i>make emergency decisions on behalf of the Council when necessary.</i>
Meeting Facilitator: Bill Keeton	
Meeting Recorder: María M. Flores, Cindy Virnig	

Agenda:

Time:	Topic:	Lead:	Notes/Follow-up:
9:00am	Welcome		
9:05 – 9:25am	<ol style="list-style-type: none">Review July 15, 2016 Executive Committee minutesReview August 5, 2016 draft minutesHomeland Security CouncilOpen Meetings fact sheetCouncil CorrespondencePublic Policy Committee guest editorial	Bill Keeton ALL	<ol style="list-style-type: none">Dr. Gilmore moved to approve the meeting minutes<ol style="list-style-type: none">Dr. Weis seconded the motion.July 15, 2016 Executive Committee minutes are approved.Dr. Gilmore moved to approve forwarding on the August 5, 2016 draft minutes to the full council for approval, with the notion of further discussion.<ol style="list-style-type: none">Mary Dorn seconded the motion, with the caveat that page numbers are added in the footer, and a note be added regarding the funding of the back packs being provided by community funds.Forwarding the draft minutes to the full council has been approved.Request must be made well in advance if a visit is desired.<ol style="list-style-type: none">February meeting might be a good time for visit/tour.PHC members welcome for their open session



Wisconsin Division of Public Health

			<p>meetings.</p> <p>c. Maria M. Flores will forward any questions the PHC Council may have to the Homeland Security Council.</p> <p>d. Maria M. Flores will contact the Homeland Security Council to see what is needed from us to make things happen for the February meeting. Is something formal needed for the request?</p> <p>4. Members felt the fact sheet gave them a better understanding of the rules for open meetings.</p> <p>a. Mary Dorn requested adding “Open Meeting Guidance” to the agenda for full council committee business.</p> <p>5. Bill Keeton has set up a Gmail account. He will send council members the email address with “bcc:”, so all responses come back to him.</p> <p>a. A request was made for DHS to supply names of editorial contacts.</p> <p>6. Dr. Gilmore stated the Public Policy Committee’s guest editorial regarding the WPHA funding request is drafted.</p> <p>a. Next steps: Request Alan Schwartzstein set up a meeting between now and the full council meeting - to get it approved and ready for full council’s review and approval. Bill Keeton will send Alan an email.</p> <p>b. DPH staff will add the public policy piece as council business on the October meeting agenda.</p>
9:25 – 9:40am	WI-HIPP Updates	Bill Keeton Mimi Johnson	<ul style="list-style-type: none">• Email listserv already has about 2000 recipients.• Survey is available around the five WI-HIPP priorities.<ul style="list-style-type: none">○ Received about 500 survey responses.○ Have not reviewed responses yet.• Steering committee meeting on Sept. 27th, to get more detailed alignment.• Connected with MPH course at UW<ul style="list-style-type: none">○ Three groups of three students each.○ Evidence based research on sub-population disparities.



Wisconsin Division of Public Health

			<ul style="list-style-type: none">○ Use their findings as we move into implementation.○ ACES and trauma informed care awareness activities. <p>Bill Keeton would like to get a formal update/presentation on heroin/opiate use and abuse from state staff. (Karen McKeown?)</p> <ul style="list-style-type: none">• Do an update in October, then a more in-depth presentation/discussion in December by other state staff?<ul style="list-style-type: none">○ DPH staff will coordinate.
9:40 – 9:45am	Agenda Setting for October 7, 9:00a.m. – 2:00p.m. Wisconsin Medical Society	Bill Keeton All	<p>October agenda discussed and amended.</p> <ul style="list-style-type: none">• Dr. Gilmore motioned to approve the agenda.• Dr. Weis seconded the motion.• October PHC meeting agenda is approved.
9:45 – 9:50am	Skype Meetings changes	María M. Flores	<p>Phone numbers and passcodes will change effective next week.</p> <ul style="list-style-type: none">• Any future meetings with skype links will have to be cancelled and recreated.• Mary Dorn suggested DPH staff send a notice out to the full council regarding the skype changes.<ul style="list-style-type: none">○ DPH will send out notification as appropriate.
9:50 – 10:00am	Wrap-up & Next Steps	Bill Keeton All	Action

Notes: The meeting is accessible for those with mobility impairments. Individuals needing special accommodations to attend or participate in the meeting should notify Maria M. Flores 608.266.3716 or Cindy Virnig 608.264.7734 prior to the meeting.